



Manager's Report

for Council Meeting of August 10, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Avis Rent A Car
Buffalo Zone
Dulles North Realty LLC
Ebenezer Driver Improvement
EZ Marketing LLC
Interactive Softworks Inc
JGM Home Improvements LLC
Kaleidoscope
Orbiis Consulting Agency
Royal Home Services Inc
SCC Inc
Spring Essence
Symphony Studio LLC

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of July 26– August 6, 2004:

New Hires

Al Long

Position

Chief Accountant

Department

Finance

Promotions

None

Transfers

None

Separations

Resignations:

None

Position

Department

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JULY 7, 2004 – AUGUST 3, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Roncaglione (29 Sycolin Road) Office Building	Buffer Reduction Request	1 st	Request to reduce the buffer width between a proposed office use and existing residential use
Oaklawn @ Stratford, Phase 1 Public Improvements TLPF-2004-0008	P/F Development Plan	1 st	Construction of public road improvements
C S Monroe Technology Center (Vo-Tech) TLDW-2004-0005	No Adverse Impact Plan	1 st	Addition of a temporary classroom trailer
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	6 th	Construction of public utilities
Potomac Station, Parcel B Convenience Store TLSE-2004-0004 (Battlefield Pkwy/Potomac Station Dr)	Special Exception	2 nd	Construction of a convenience store/gas pumps
Battlefield Marketplace (Kohl's) TLRD-2004-0005	Revision to approved Final Development Plan	5 th	Extension of an off-site berm
Bernard Carlton Subdivision, Lots 1 & 2 (Leesburg Veterinary Specialist) TLPF-2004-0019 (100 block of Fort Evans Rd)	Request for a P/F Authorization	1 st	Request to combine the preliminary and final plan review for office use
Bernard Carlton Subdivision, Lots 3 & 4 (Bradshaw Plaza) TLPF-2004-0018 (100 block of Fort Evans Rd)	Request for a P/F Authorization	1 st	Request to combine the preliminary and final plan review for office/retail uses
Bernard Carlton Subdivision, Lots 1 & 2 (Leesburg Veterinary Specialist) TLBV-2004-0001 (100 block of Fort Evans Rd)	Boundary Line Vacation	1 st	Elimination of a boundary line to accommodate a proposed office development
Bernard Carlton Subdivision, Lots 3 & 4 (Bradshaw Plaza) TLBV-2004-0002 (100 block of Fort Evans Rd)	Boundary Line Vacation	1 st	Elimination of a boundary line to accommodate a proposed office/retail development
Airport Commerce Park TLMS-2004-0001 (800 block Sycolin Rd)	Minor Subdivision	3 rd	2 lot subdivision for office uses
Banyan Cove TLPF-2004-0010 (900 block Edwards Ferry Rd)	Preliminary Development Plan	1 st	Construction of townhouse style condominiums
Stratford Ryland, Lake Facility DP 2000-20 (Hope Pkwy)	Revisions to approved Development Plan	2 nd	Revisions to trail improvements including fencing and landscaping
Waterside at Leesburg TLZM-2003-0005 (Gateway Dr)	Rezoning	2 nd	Construction of 201 townhouses
Fort Evans Plaza II TLSE-2004-0013 (East Market St)	Special Exception	1 st	Construction of free-standing retail uses in parking area of existing refurbished retail uses
25 First Street TLDW-2004-0004	No Adverse Impact Plan	1 st	Parking and street frontage improvements related to an existing structure
Exeter Neighborhood Center TLPF-2004-0014 [DP 89-02] (Fieldstone Dr/Battlefield Pkwy)	Preliminary/Final Development Plan	6 th	Construction of a 40,000 square foot retail strip center
204 South King Street TLDW-2003-0001	No Adverse Impact Plan	2 nd	Construction of an office addition onto and existing structure
Potomac Station Cinema De Lux (Potomac Station Dr/Battlefield Pkwy)	Request for a P/F Authorization	2 nd	Construction of a multiplex theatre
Simpson Middle School Extension of Public Water Service Line TLCI-2003-0002 (490 Evergreen Mill Rd)	Capital Improvement Plan	4 th	Extension of water service line

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JULY 7, 2004 – AUGUST 3, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Town of Leesburg WPCF Upgrade/Expansion & Utility Lines Division Maintenance Building TLCI-2004-0004	Capital Improvement Plan	2 nd	Upgrade & expansion of existing WPCF and Utility buildings
Catoctin Circle Center bank & parking garage TLSE-2004-0006 (0-100 block of Catoctin Circle behind the Giant grocery store)	Special Exception	1 st	Construction of a drive-thru for a bank and a parking garage to accommodate 4 buildings totaling 99,200 square feet to include office, retail, bank and restaurant use
C S Monroe Technology Center (Vo-Tech) TLDW-2004-0005	No Adverse Impact Plan	1 st	Addition of a temporary classroom trailer
Fort Evans Plaza II (East Market Street)	Request for P/F Authorization	1 st	Construction of free-standing retail uses in parking area of existing refurbished retail uses
Tavistock Farms, Section 20, Lots 246, 247 & 248	ROW Dedication Plat	2 nd	Creation of ROW dedication in conjunction with connecting street
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	6 th	Construction of public utilities
Potomac Station Cinema De Lux (Potomac Station Dr/Battlefield Pkwy)	Request for a P/F Authorization	3 rd	Construction of a multiplex theatre
Virginia Village, Lots 11-13	No Adverse Impact Plan	1 st	
ECHO/Lawson Road Industrial Park, Parcel 1B	Preliminary/Final Development Plan	1 st	Construction of a warehouse use
Turner Wilson	Construction Drawings	4 th	Construction of 16 single family residential dwellings
Bernard Carlton Subdivision, Lots 1 & 2 (Leesburg Veterinary Specialist) TLPP-2004-0019 (100 block of Fort Evans Road)	Preliminary Development Plan	1 st	Construction for office uses
Bernard Carlton Subdivision, Lots 3 & 4 (Bradshaw Plaza) TLPP-2004-0018 (100 block of Fort Evans Road)	Preliminary Development Plan	1 st	Construction for office/retail uses
Union Cemetery Drainage Improvements TLPP-2004-0004	Preliminary/Final Development Plan	2 nd	
Loudoun National Bank TLSE-2004-0028	Special Exception	1 st	
PLANS APPROVED OR RECORDED DURING THE PERIOD OF: JULY 7, 2004 – AUGUST 3, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	6 th	<i>Approved – Construction of public utilities</i>
Battlefield Marketplace (Kohl's) TLRD-2004-0005	Revision to approved Final Development Plan	5 th	<i>Approved - Extension of an off-site berm</i>

ZONING DIVISION

Zoning Permits Issued Residential

Potomac Station - 6 SFA - \$45,000

Stowers - 20 SFD - \$100,000

Georgetown Mews - \$1 - 350,000

Zoning Permits Issued Commercial

620 Sycolin Road - engineered building for vehicle maintenance - \$120,000.

715 Children Center Road - temporary trailers for classrooms - \$80,000

1 Harrison Street - Loudoun County replacing doors for the west entrance - \$150,000

Occupancy Permits Issued Residential

Potomac Crossing - 5 SFA

Edwards Landing - 3 SFD

Occupancy Permits Issued Commercial

651 Potomac Station Drive NE - Potomac Station Market Place.

625 Potomac Station Drive NE - Potomac Station Market Place.

13 Fairfax Street SE

1300 Edwards Ferry Road - Battlefield Market Place

1300 Edwards Ferry Road - Gas Pump Battlefield Market Place

Special Exceptions: 29 Active or Under Review for Acceptance

1. TLSE-2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of this application with conditions. A Council public hearing was held on July 27, 2004. Council action is expected at the 8/10/04 meeting.
2. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. Applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
3. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. Applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
4. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). Applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station drive. Applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.

6. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). Applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
7. TLSE-2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). Applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive through windows. The application was officially accepted for review on April 16, 2004. Staff comments were issued on May 7, 2004. Revised plans were submitted July 15, 2004 and have been referred to staff for review.
8. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). Applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Staff comments were issued on May 7, 2004. Revised plans were submitted July 15, 2004 and have been referred to staff for review.
9. TLSE-2004-0008 Meadowbrook Bank Drive Thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farm. Applicant Centex homes requests a 5,000 sq ft bank with a drive-thru window. Submitted April 7, 2004. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
10. TLSE-2004-0009 Meadowbrook, Bank Drive Thru-WEST: Located along the East side of Rt.15 South, opposite Greenway Farm. Applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. Submitted April 7, 2004. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
11. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. Applicant Centex homes requests a 7,000 Convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
12. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). Applicant requests ability to rent autos to auto body shop- patrons. Submitted April 8, 2004, resubmitted May 4, 2004; rejected for acceptance on May 12, 2004. The applicant is currently working on resubmission of the application.
13. TLSE-2004-0012 Real Estate Holdings: Located on the South side of East Market St. east of Shenandoah University campus. Request for 2 Auto dealerships. Submitted April 12, 2004. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-0003)

14. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. Request for 228,000 sq. ft. of mixed retail. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
15. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. Request for 4,500 square foot bank with drive-thru window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
16. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. Request for 4,500 square foot bank with drive-thru window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
17. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive Thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. Request for 3,000 square foot fast food restaurant with drive-thru window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
18. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. Applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission denied the application 7-0 at its July 15, 2004, meeting. (See also related application TLCP-2004-0001). **A public hearing before Council is scheduled for September 14, 2004.**
19. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of that road and Chickasaw Place, N.E. Applicant Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements.
20. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.
21. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on

July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.

22. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”:
Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.
23. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”:
Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; Officially accepted for review on July 28, 2004 and is currently under review by staff.
24. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”:
Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.
25. TLSE-2004-0024 Village at Leesburg – Bank with Drive Thru in Land Bay “C”:
Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.
26. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”:
Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.
27. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.
28. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. Applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93acre pad site. The application was submitted on July 2, 2004

and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements.

29. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catoctin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). Applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive through window in the B-2 District. Application was submitted on July 6, 2004. Officially accepted for review on July 14, 2004 and is currently under review by staff.

Commission Permits: 1 Active

1. TLCP-2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. Applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission denied the application 7-0 at its July 15, 2004, meeting. (See related application TLSE-2004-0017). Applicant may appeal this decision to Council.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). Applicant Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004

due to deficiencies in the required traffic study and lack of required owners' signatures.

5. TLZM-2004-0003 Real Estate Holdings: Located on the South side of East Market St. east of the Shenandoah University campus. Request to amend ZM#129 Leesburg Auto Park, to allow for two auto dealerships. Submitted April 12, 2004. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLSE-2004-0012)
6. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). Applicant KSI Services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,020,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

Town Plan Amendments: 3 Active or Under Review for Acceptance

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catocin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). Applicant KSI Services, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004 and is currently under review by staff.

Zoning Ordinance Amendments:

1. ZOAM 2004-0002: Council initiated these amendments to various sections of the Zoning Ordinance at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of these amendments. A Council public hearing was held on July 27, 2004. Further discussion is scheduled for the 8/9/04 Council work session.

None scheduled for the August meeting.

Board of Architectural Review Cases

The most recent B.A.R. meeting was held on Monday, July 19, 2004. The agenda included 20 applications, 11 of which were approved. The next B.A.R meeting is schedule for August 23, 2004 at 7:30 PM.

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 35 Public Facility Permits issued totaling \$385,780.00
- 18 work orders issued for meter sets
- 18 requests for occupancy inspection were issued.

Capital Projects Update

- During this period, nine plans were received and reviewed with two requests processed for water and sewer system computer modeling.

Summary Programs

- Staff completed 18 new connections to town utility system
- Staff performed 5 water leak repairs
- Staff responded to 658 requests to locate utilities (Miss Utility).

THOMAS BALCH LIBRARY

Activities

- Interviews were held for the vacant on-call position.
- All computers in the library have been scheduled for replacement by the town's Information Technology Department this Fiscal Year In addition the Friends of the Thomas Balch Library have graciously agreed underwrite replacement six of the library's computers with flat screens and add two CD/read/write drives.
- Mary Fishback and Phyllis Ford attending a writing seminar last month sponsored by the Town of Leesburg.
- Staff is busily revising brochures, web content and other handouts.
- The events program is being prepared by Lee Catlett and Mary Fishback.

TOWN OF LEESBURG

Full-time vacancies as of August 6, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Econ Dev</i>	1	Administrative Associate II Reclassified to Downtown Coordinator	3/9/01						
<i>Executive</i>	1	Executive Associate I	7/9/04	√	√				
<i>Finance</i>	1	Staff Accountant	5/21/04	√	√				
	1	Management & Budget Analyst	6/4/04	√	√	√			
	1	Finance Operations Manager	6/11/04	√	√	√	√		
	1	Administrative Associate I	7/1/04						
<i>Eng & PW</i>	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Asst. Street Superintendent	6/11/04	√					
	2	Maintenance Worker II	7/1/04	√					
	2	Maintenance Worker I	7/1/04	√					
	1	Senior Engineer – Stormwater Management	7/1/04	√					
	1	Senior Engineer – Capital Projects	7/1/04	√	√	√			
<i>HR</i>	1	Generalist	7/1/04	√	√				
<i>P&R</i>	1	Recreational Program Supv	5/18/04	√	√				
	1	Head Preschool Teacher	5/19/04	√	√	√	√	√	√
<i>P & Z</i>	1	Planner	3/5/04	√	√				
	1	Admin Associate II	5/10/04	√					
<i>Police</i>	1	Communication Technician	6/28/04	√	√				
	1	Police Officer	5/23/04	√	√				
	1	Police Officer	7/1/04	√	√				
	1	Communication Technician	7/1/04	√	√				
	1	Communication Technician	6/24/04						
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Maintenance Worker II	6/11/04	√	√				
	1	Maintenance Worker III	6/15/04	√					
	1	Maintenance Worker III	7/1/04	√					
	1	I&I Technician	7/30/04	√					
<i>Water Supply</i>	1	Sr. Utility Plant Operator	7/1/04	√					

Manager's Report**-12-****August 10, 2004**

<u>WPCD</u>	1	Utility Plant Operator	4/16/04	√	√				
	1	Utility Plant Supervisor	4/16/04	√	√				
<u>TOTAL</u>	33								

**On hold* = Department is not actively recruiting this position.

***Frozen* = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe